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ABSTRACT

This booklet is designed to provide basic program information to volunteer teachers of English as a Second Language. The location and schedule of classes, and the range of classes offered at the International Institute of St. Louis are included in the booklet. Also included are a description of teacher aides and volunteer teachers; a chart of the organization's structure; an outline of the rights of volunteers and students in the program; lists of do's and don'ts; an invitation to volunteers to a holiday luncheon; and a statement of understanding and agreement of policy and practice between the volunteer and the agency, to be signed by the volunteer. (MSE) (Adjunct ERIC Clearinghouse on Literacy Education)

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VOLUNTEERS - IN - EDUCATION

Helen Dean

ANNIVERSARY
INTERNATIONAL INSTITUTE
SAINT LOUIS

helping the foreign born learn to speak, read and write English.

Our students appreciate you!

FL800198

Welcome to the Institute!

We really appreciate the commitment that you are making to the Volunteers-in-Education. The staff of the Education Department hopes the information in this booklet will assist you, as a volunteer, to understand our program. We want you to know that your part in helping our students learn English as a Second Language is really critical to their success.

Please read through this booklet. If you still have questions but cannot find the answers here, please ask ... we'll try to answer.

Before the end of your first day, please sign the tear-out page at the end of this booklet and give it to the Volunteer Coordinator. Thank you. We look forward to working with you.

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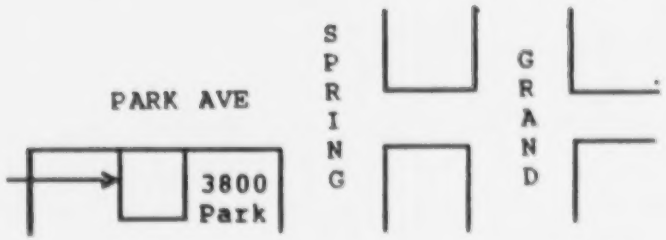
PLACE:

International Institute of Metropolitan St. Louis
3800 Park Avenue, St. Louis, MO. 63110
(314) 773-9090

Enter parking lot from west side of building. Check with Front Desk for white Pass Card to enter lot.

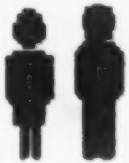


TIME:

Classes:	Mon.	Tues.	Wed.	Th.	Fri.
Morning: 9 AM to 12 Noon	X	X	X	X	X
Afternoon: 1 PM to 3:30 PM	X	X	X	–	X
Evening: 7 PM to 9:30 PM	X	X	X	X	–

CLASSES:

Beginning ESL
Intermediate ESL
Advanced ESL
Listening/ Speaking
Reading/Writing
Job Club
Parenting
College Prep
High School Equivalency
Citizenship
Basic Educational Skills
Literacy
English in the Work Place



OPPORTUNITIES:

Teacher Aides:

- help the Master Teacher with dialogues.
- check students' written work.
- partner teacher in sentence modelling.
- assist with class projects.

Volunteer Teachers learn where and when to:

- use controlled language.
- use pacing.
- use modelling.
- develop lesson plans.
- find technical resources.

ENTRANCES AND EXITS:

Entrance: Glass doors on to parking lot.

Exits:
1. Glass doors on to parking lot.
2. North East corner of building on to Park.
3. South stairs of building on to alley behind building.

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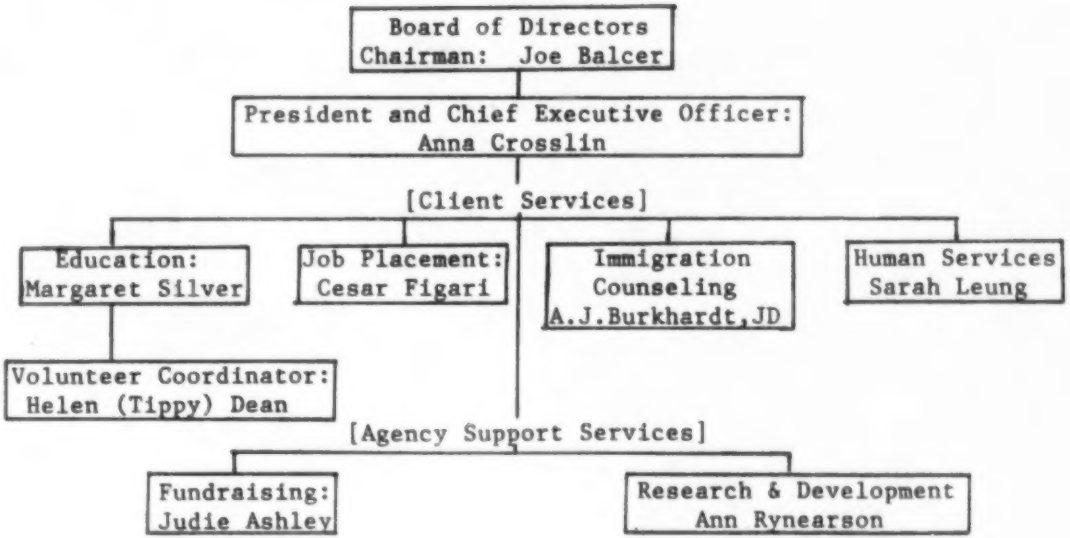
ORGANIZATION:



BILL OF RIGHTS FOR VOLUNTEERS:

THE RIGHT TO BE TREATED AS A CO-WORKER ... not just as "free help"; not as a "prima donna".

THE RIGHT TO KNOW AS MUCH ABOUT THE FACILITY AS POSSIBLE ... its policies, its people, its programs.

THE RIGHT TO TRAINING FOR THE JOB ... thoughtfully planned and effectively presented training.

THE RIGHT TO CONTINUING EDUCATION ON THE JOB ... as a follow-up to the initial training - information about new developments, new methods.

THE RIGHT TO SOUND GUIDANCE AND DIRECTION ... by someone who is experienced, well-informed, patient, and thoughtful and who has time to invest in giving guidance.

THE RIGHT TO BE HEARD ... to feel free to make suggestions; to have respect shown for an honest opinion.

THE RIGHT TO RECOGNITION ... in the form of awards or some tangible recognition of a job well-done; through day-by-day expressions of appreciation - and by treatment as a bona fide co-worker.

BILL OF RIGHTS FOR STUDENTS:

THE RIGHT TO A WELL-INFORMED TEACHER ... Students learn best from teachers who know what to teach and how to teach it.

THE RIGHT TO A WELL-PREPARED TEACHER ... Each lesson needs to be thoroughly prepared before the class starts.

THE RIGHT TO UNDERSTAND WHAT THEY ARE BEING ASKED TO SAY ... Use pictures, real objects, or demonstrations to make meaning clear. Students learn best when they understand.

THE RIGHT TO LOTS OF PRACTICE TIME ...90% of all class time should be spent by the students using English aloud.

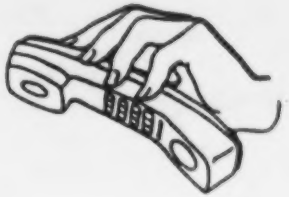
THE RIGHT TO APPROPRIATE ERROR CORRECTION ... Keep enthusiasm high - correct errors only to today's Teaching Point.

THE RIGHT TO LEARN AND PRACTICE AMERICAN MANNERS AND CUSTOMS ... Students learn best by doing. Model acceptable American manners and customs and then let your students practice.

THE RIGHT TO INSTRUCTION WITHOUT A "HIDDEN COST" ... Please respect our students' heritage. Do not involve students in any political or religious discussions.

PLEASE DO:

Be on time



Call if you are unable to come in.

Leave coats, purses, etc., in Teachers' Office

Dress conservatively ... students from other countries hold teachers in very high regard.

PLEASE DO NOT:

Give students your address or phone number

Discuss religion or politics

Visit homes of students

Accept - or encourage students to bring - ethnic food/gifts from home.

THANK YOU:

At the
Christmas luncheon
(3rd week of December)
we offer a formal
THANK YOU!
Throughout the year,
the Staff and students of the Education Department
thank you
for your weekly gift of time and effort.

We couldn't do it without you.

STATEMENT OF UNDERSTANDING AND AGREEMENT:

I, _____ have read and understood the following departmental policies and practices:

PLEASE DOs + PLEASE DON'Ts + ENTRANCES AND EXITS + TIMES, PLACES AND CLASSES + OPPORTUNITIES + PROFESSIONAL STANDARDS.

Signed: _____ Date:_____
(Volunteer)

Signed: _____ Date:_____
(Staff)